



Amerikanisches Generalkonsulat Leipzig

Wilhelm-Seyffert-Str. 4
04107 Leipzig
tel: 0341-21384-56
fax: 0341-21384-74
email: <mailto:NussC@state.gov>

**American Consulate General
Internship for German Students**

Application Instructions

All applications must be submitted in English.

Due to a lengthy security process, deadlines for applications will not be extended.

Qualified applicants will be invited for a personal interview shortly following the submission deadline. We will confirm your application, however, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process. Transportation cannot be refunded. Minimum length of internship 6-8 weeks, 30-40 hours per week. If you have further questions, please email or call Ms. Chris Nuss (contact information above).

To apply, please fill out the form and a Curriculum vitae and mail to the following address:

Amerikanisches Generalkonsulat
z.H. Frau Chris Nuss, Personalabteilung
Wilhelm-Seyffert-Str. 4
04107 Leipzig

OR Email to: NussC@state.gov

Submission Deadlines (dates may change, please check online or contact Ms Nuss):

Time-frame November/December 2011 – deadline: July 15, 2011

Time-frame January/February 2012 – deadline: September 15, 2011

Time-frame March/April 2012 – deadline: November 15, 2011

Time-frame May-July 2012 – deadline: January 20, 2012

Requirements:

Enrolled at a University in Germany

Minimum age: 18

English language: speak, read and write

Citizenship: German (security clearances for non-German citizens would take over a year)

Preferred Skills:

Computer skills: MS Word, PowerPoint, MS Outlook

Service oriented



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Application Form for Internship

Last Name:

First Name:

Street Address:

Zip Code and City:

Email:

Telephone (Festnetz):

Telephone (Cell Phone):

Citizenship:

Enrolled in German University: Yes No

Name and City of University:

Year of Study:

Area of Study:

Previous visits to the US:

Time-frame: ☐ November-December 2011 ☐ January-February 2012

Time-frame: ☐ March-April 2012 ☐ May-July 2012

Tell us about yourself and why you're interested in working for the Consulate (500 words or less in English).